



State-Local Partnership Program

2015-2016 Grant Guidelines & Application Instructions

Deadline: June 26, 2015, 11:59PM – (online submission)



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

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STATE-LOCAL PARTNERSHIP PROGRAM

2015-2016 GRANT GUIDELINES
DEADLINE: June 26, 2015, 11:59PM



Background

The State-Local Partnership Program provides grant opportunities for general operating support and technical assistance for county-designated local arts agencies.

Purpose

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

The goals of the State-Local Partnership Program are:

- To increase public awareness and participation in the arts of all cultures.
- To broaden public and private support for the arts.
- To serve the diverse cultural needs of California's local communities.
- To encourage and promote arts in education.
- To foster local and regional partnership and collaboration.

Eligible Request Amount

The recommended request amount is \$12,000.

Applicant Eligibility

Applicants must:

- Be designated by resolution of their county board of supervisors to serve as the local partner.
- Meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page ii.
- Be accessible to the general public.

It is recommended that the state-local partners maintain a public office accessible during normal business hours and staffed by, at minimum, a part-time director/professional administrator. In unique situations, exceptions can be made.

Regional Partnerships: Regional partnerships that serve multiple counties may be eligible to apply. Funding is prorated based on the number of counties in the partnership. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional partner applicants must give evidence of service and program equity to all participating counties.

Cities: Currently two cities, Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership Program. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.

Grantee Responsibilities

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Attend CAC gatherings.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the County Partner.

Application Cycle

- Deadline: June 26, 2015, 11:59PM (online submission)
- Grant Dates: October 1, 2015 – September 30, 2016

Review Criteria

A peer review panel will evaluate applications based on the following criteria:

1. Local Arts Networking and Facilitation

- Serve as a resource in the development of local cultural activities.
- Act as link between individuals, organizations, businesses, and government.
- Impact public policy towards community arts and cultural development.
- Provide technical assistance.

2. Accessibility

- Promote and foster the artistic and cultural diversity of the community.
- Ensure access in the development and participation of programs and activities for:
 - All cultural and geographic communities.
 - Community members of all income levels.
 - People with disabilities.

3. Managerial and Fiscal Competence

- A diversity of income from both public and private sources.
- Adequate staffing of arts professionals appropriately compensated.
- Opportunities for staff development.
- Board of Directors representative of community and diverse in its professional skills.
- Established and effective decision making process.
- Ongoing strategic and cultural planning.

Peer Panel Evaluation and Ranking Process

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Strongly meets the review criteria; however, some improvement or development is needed.
2-3-4	Developing	Has some merit, but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for CAC support.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

Grant Amounts

Requests may be made for up to \$12,000. Grant requests cannot exceed an organization's total income based on its last completed budget.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

Matching Funds

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match.

What the CAC Does Not Fund

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

Timeline

June 26, 2015, 11:59PM	Application deadline (online)
Late September	Funding decisions
Late September	Funding notifications
October 1, 2015 – September 30, 2016	Funded activity period

Grantee Requirements

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for this grant.
- Use CAC and National Endowment for the Arts (NEA) logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC and the NEA on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency, and the National Endowment for the Arts, a federal agency."*
- When discussing programs supported by this grant, verbal credit must be given.

- A Final Report summarizing SLPP grant-funded activities grant accomplishments will be required at the end of the grant period.

Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact Jason Jong, SLPP Arts Program Specialist at jason.jong@arts.ca.gov or (916) 322-6338.**

APPLICATION INSTRUCTIONS


Organizations designated by their county board of supervisors as a local partner of the California Arts Council may access the 2015-16 SLPP application through the WESTAF GO Grants, online portal:

<http://cac.culturegrants.org/>

If you are require assistance with your WESTAF User Name and Password, you may contact Jason Jong, SLPP Arts Program Specialist at jason.jong@arts.ca.gov.

Due to limited time, SLPP staff may not be able to follow up with applicants regarding the completeness of their submissions. Applications are generally forwarded to the SLPP review panel as they are submitted to the CAC.

Additional Application Support Information

Please read the online application and instructions carefully. Additional information is provided below to assist with *specific questions* found in the application. Much of this same information can be found in the application in the form of “pop ups” designated by a “”.

S-1 Organization Information

Complete as applicable for your organization.

New Requirement: DUNS Number

To obtain a Dun & Bradstreet DUNS Number go to: <http://fedgov.dnd.com/webform>

If necessary, this can be requested and complete within 1 business day. The service is free.

S-2 Organization and Community

A. Organization Description

(b) Organizations that are city or county commissions should explain their government structure.

(d) Significant changes may include changes in staff, programs, activities etc.

B. Community Description

- (a) Describe geographic and demographic characteristics, including population, ethnic and/or cultural aspects, that impact how you serve your community.
- (b) Factors that impact the economic base may include per capita income, population growth, the economic health of county government, accessibility to corporate and foundation funders, and/or the viability of the business community.
- (c) Cultural resources include arts and cultural organizations, institutions, venues, etc.

C. Relationship to Community

If your response includes activities undertaken with other organizations, describe the nature of partnerships and/or collaborations and roles of the participants.

- (b) Service to the community as a resource and a link includes planning, coordinating, implementing, and disseminating information about, local cultural activities.
- (c) Accessibility to all includes people with disabilities, specific cultural and/or geographic communities and community members of all income levels.

D. Cultural Diversity & Strategic Planning

For each of the required attachments your organization does not have, briefly explain your policies and/or procedures and timeline for developing them.

S-3 Programs**Current Programs**

- 2. Technical Assistance – support provided by your organization to the community.
- 4. Percent for Art Ordinance – designates a percentage of new construction costs (or similar) be used for public art. If applicable, describe your agency's role in determining how these funds are utilized.
- 5. Presenting Performing Arts – If collaborating with other organizations, specify roles and responsibilities of each partner.
- 6. Fairs and Festivals – Be specific as to your organization's role (presenting, funding, marketing, etc.)
- 7. Conferences – Be specific as to your organization's role (producing, funding, presenting at, publicizing, etc.)

New Programs, Services, or Activities

If no new programs, services, or activities are planned, indicate so in the space provided.

S-4 Grant Programs

Applicants with Grant Programs are required to include this section. Attach to the application copies of the most recent grant program(s) guidelines and application and a list of all current grantees.

Funding: 2013-2014, Most recently completed fiscal year; 2014-2015, Current fiscal year; 2015-2016, Next fiscal year projection.

Grant Type: Briefly indicate the type of grant (examples: Operational Support; Project Support; Fellowship; Arts Education; etc.)

S-5 Arts in Education

Applicants with Arts Education programs are required to include this section.

- Residency Artist – an artist teaching in a school, institution, or community setting regardless of the number of hours spent.
- Participants – the population served. Can be K-12, adult learners, students with disabilities, etc.

VAPA - Department of Education's Visual and Performing Arts content standards. The Content Standards were designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level. <http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>

S-6 Board & Staff

Board List

List the board members or commissioners. Include positions (where applicable), city of residence, professional and/or avocational affiliations, and year service began.

Advisory Board(s)

List advisory board members. Include the name of the board, its purpose, positions (where applicable), city of residence, professional and/or avocational affiliations, and year service began.

Staff List

Provide a one paragraph biography for each key staff member. Include job titles, major responsibilities, and the average number of hours worked per week. (Do not include, or attach to the application, full resumes.)

Executive Director Compensation

Briefly describe the compensation and benefits package of the Executive Director. For compensation, specify the amount and rate of pay (monthly, annual). For health benefits, specify the amount and rate, or percentage of total compensation. Indicate areas of coverage (health, dental, etc.).

S7-Budgets

California Cultural Data Project: The California Arts Council requires all applicants to complete a profile through the California Cultural Data Project and submit a Funder Report along with their application. Each grant program has its own Funder Report. To complete this part of your submission go to the California Cultural Data Project website:

<http://www.caculturaldata.org/about.aspx>

Organizational Budget

Budget Summary

In addition to your Funder Report, provide a brief narrative summary of your current and projected fiscal years.

Budget Notes

For all four fiscal years [Funder Report (2), current and projected years]: Explain changes of 20% or more that occur in specific line items or budget totals. Specify sources of in-kind.

Grant Request Summary

Briefly describe how grant funds will be used and what they will support.

Grant Request Budget

- Recommended grant request amount is \$12,000.
- Complete line items that would be funded by the grant and/or matching funds.
- Indicate rates of pay (hourly, monthly, annual etc.) for personnel. Where applicable, indicate rates for operating expenses.
- Use the CAC/SLPP Grant and Applicant Match columns to show funding amounts. Applicant match is 1:1 for the total amount of the grant. Match ratio may vary per line item; matching funds may be used for line items different than grant funds.
- Use Section C to indicate source(s) of the matching funds.

S8- Support Material Uploads

The following attachments are to be uploaded as part of the application. Instructions for uploading and a list of acceptable form types are within the online application.

REQUIRED ATTACHMENTS

Local Government Resolutions: Applicants must obtain a resolution from their local government (County Board of Supervisors or City Council) that designates the applicant organization as a partner in the State-Local Partnership Program and authorizes it to execute the grant contract, if awarded. Attach your current resolution with the application.

If it does not include the 2015-16 fiscal year, a new resolution will need to be submitted prior to October 1, 2016 to be eligible for funding.

California Cultural Data Project / State-Local Partnership Program Funder Report:

Download your Funder Report from the California Cultural Data Project website
<http://www.caculturaldata.org/about.aspx>

Grant Guidelines, Applications and Grantee List(s): If your organization has grant programs, attach copies of the most recent grant program(s) guidelines and application and a list of all current grantees.

Cultural Diversity Policy: If a policy has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan: If a strategic plan has not yet been created, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan Executive Summary: If a summary of your strategic plan is available, submit this as well.

OPTIONAL ATTACHMENTS

Submission of these optional support materials are an opportunity to clarify or illustrate an organization's activities and/or funding request.

Marketing Materials: (limit of three) Copies of brochures, catalogs, posters etc. that promote the organization's programs.

Articles and Reviews: (limit of three) Copies of articles or reviews that show the quality of the organization's activities and its role in the community.

Letters of Support: (limit of three) Letters of Support should substantiate the quality of the organization, its programs and services.

Audio/Visual Documentation:

The review panel will view up to five minutes of work samples per applicant. Follow the instructions in the application for uploading audio/visual materials. List samples in the Work Samples Log Sheet.

Note: PowerPoint Presentations may not be submitted.

S-9 Certification

The certification section of the application must be completed by an authorized board member or designated organizational representative.